

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## **Courses:** *National Emergency Management Academy E-0110 Foundations of Emergency Management Train-the-Trainer*

### **Dates and Location:**

January 28-30, 2014	Emmitsburg, MD
May 6-8, 2014	Emmitsburg, MD
July 29-31, 2014	Emmitsburg, MD

### **Travel Dates:**

Travel days are the Monday before the start date and the Friday following class adjournment on Thursday.

### **Course Length:**

This course is 3 days in length.

### **Course Description:**

The Federal Emergency Management Agency (FEMA) recognizes the need to tie training programs to an established set of emergency management competencies and to a career development program through a progressive training and education system that includes the entry-level Academy. Foundations of Emergency Management is the first course in the National Emergency Management Academy. The Foundations course is 80 contact hours. The Emergency Management Institute (EMI) is offering the opportunity to students who have completed the Foundations of Emergency Management course to take another step toward becoming qualified as an instructor for that course.

The Foundations of Emergency Management Train-the-Trainer E-0110 will consist of one day of discussion about course objectives, how to set up and facilitate the class, time management, and other general topics.

The first day of the Train-the-Trainer is devoted to course delivery strategy, logistics, demonstrations, and adult learning methods. The last two days will consist of student teach-backs that summarize a portion of the Foundations course subject matter and describe activities and exercises plus time for critique and questions.

All topics covered in the Foundations course are covered from an instructor's perspective in the Train-the-Trainer including at a minimum: history, legal issues, intergovernmental and interagency context, influencing, organizing, social vulnerability issues, managing stress, collaboration, preparedness, team building, protection and prevention, mitigation, response, ethical decision-making, recovery, technology, administration, and the future of emergency management.

### **Course Goal:**

At completion of this course, students will have the knowledge and skills needed to perform at an entry level within the emergency management career field.

### **Prerequisite:**

The following course is a mandatory prerequisite to taking this course:

- E/L-0101 Foundations of Emergency Management

And the following courses are mandatory prerequisites to taking E/L-0101 Foundations of Emergency Management:

- IS 100 (any version) – Introduction to the Incident Command System (ICS)

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No. 1002

Monday, October 28, 2013



- IS 230.b – Fundamentals of Emergency Management
- IS 700 (any version) – National Incident Management System (NIMS), An Introduction
- IS 800.b – National Response Framework, An Introduction

### **Continuing Education Units (CEU's):**

EMI awards 2.1 CEUs for completion of this course.

### **Target Audience:**

This course is intended for newly appointed emergency managers from State, local, territorial, tribal, Federal emergency management agencies, and prospective professionals transferring from another discipline to emergency management.

### **Training Location:**

EMI Room M202

### **To Apply:**

Students attending any course(s) of the Academy are required to submit a FEMA Form 119-25-1, General Admissions Application to:

Admissions Office, 16825 South Seton Avenue  
Emmitsburg, Maryland 21727-8998  
Phone: (301) 447 - 1035 Fax: (301) 447 - 1658  
Email: [netc-admissions@dhs.gov](mailto:netc-admissions@dhs.gov)

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

### **Application Review:**

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



[http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email / [FEMA-netc-housing@fema.dhs.gov](mailto:FEMA-netc-housing@fema.dhs.gov).

### **Student Stipends:**

State, local, territorial, and tribal students taking classes will be eligible for stipends to cover costs of transportation and lodging.

### **To Become a Qualified Instructor:**

Instructors who seek to be placed on the EMI Qualified Instructor List to teach E/L-0101 Foundations of Emergency Management will be selected by submitting documentations that they meet the criteria in: Knowledge and experience in emergency management; effectiveness teaching emergency management to adults; and education including this Train-the-Trainer course.

### **EMI Points of Contact:**

For January and May dates: Linda Choha at (301) 447-1616 or [linda.choha@fema.dhs.gov](mailto:linda.choha@fema.dhs.gov).

For the July date: Mark Claveloux at (301) 447-1628 or [mark.claveloux@fema.dhs.gov](mailto:mark.claveloux@fema.dhs.gov).

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